

# November 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
	<b>General Notice</b>	<b>Plan to CS &amp; Individual Notices</b>	<b>Employee Comment Period Begins</b>			
7	8	9	10	11	12	13
<b>*Employee Comment Period Ends</b>						
14	15	16	17	18	19	20
<b>Employee Comment Period Ends</b>	<b>Earliest Date CS Director Approves Plan</b>					
21	22	23	24	25	26	27
	<b>Final Notice of Layoff or RO Begins</b>					
28	29	30				

# December 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
	<b>Final Notice of Layoff or RO Ends</b>			<b>**Final Notice of Layoff or RO Ends</b>		
12	13	14	15	16	17	18
			<b>Layoff Effective Date</b>			
19	20	21	22	23	24	25
26	27	28	29	30	31	
				<b>***Post-Layoff Report Due</b>		

NOTE: This calendar assumes that all notifications will be delivered by U.S. Mail Services which adds seven (7) additional days to the notification process.

\* Per CSR 17.12(c): "...The Director or Commission shall not approve any plan until at least five calendar days after notification of the last affected employee."

\*\*Per CSR 17.12(e): "...There shall be at least five calendar days between the last such notice and the effective date of layoff."

\*\*\*Per CSR 17.22: "The appointing authority shall report all personnel actions taken relative to the layoff to the Director within 15 calendar days from the effective date of the layoff..."